

Section 104(d) Determination of Income Eligibility and Payment

Name of Grantee: _____ Sponsor/CHDO _____

Name and Address of Project: _____

Short Description of Project _____

Name of Tenant _____

Household Income _____ # in Household _____ Section 8 Limit _____

Circle Funding: HOME, CDBG, HOPWA, SHP, NSP, CDBG-R, Pub. Housing, Sec 202/811

Issue Being Determined: Whether household meets low income criteria and was paid the proper amount relocation assistance under Section 104(d) of the Housing and Community Development Act

Criteria: 24 CFR 42. 305 Definition Low income Person; for Recordkeeping go to HUD Handbook 1378 (6-2)(C)(1)(e), 24 CFR Part 5 Income and Exclusions

Take the following actions and review supporting documents in making your final determination

1. Review project for Section 104(d) applicability
2. Review household income, number in household and Section 8 income limits.
3. Determine if the income used is adequately supported by proof of wages, self employment, SSA/SSI, pensions, disability, unemployment, self certification, etc.
4. Determine whether there is any unstated income i.e., expenses exceeds income? If yes, review bank statements, record discussions with household members, complete budget worksheet, obtain statements. Were issues resolved? If not, was a letter sent to the household that: a) requests additional income documentation, b) gives a time limit for providing the documentation and c) states that the rent to rent formula will be used if no additional documents are provided
5. Determine if the claim form was completed correctly and exclusions were properly applied. Is there evidence of payment?
6. Determine if security deposits and credit checks paid?

Determination and Rationale for Section 104(d) Income Determination

Authorized Officials Signature

AUTHORIZED OFFICIAL's NAME AND TITLE

Date of Determination:

Attached Documents Which Support Conclusion: Income documentation, attempts to resolve income conflicts, correspondence with household, budget analyses, local policies on income, income limits, staff or consultant observations or conversations with household member(s).